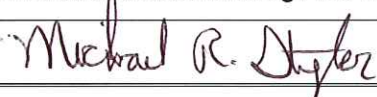
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I. PURPOSE

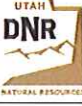
It is the intent of the Department of Natural Resources to conform to the Drug Free Workplace Act of 1988, Federal Motor Carrier Regulations, state law, and the Human Resource Rules. The department's objective is to provide a safe and productive work environment that is free from the effects of substance and alcohol abuse. It is also the department's objective to send a clear message that any illegal drug use and/or alcohol misuse is incompatible with DNR service. Illegal drug use and alcohol misuse conflicts with and is contrary to state law, the Federal Drug-Free Workplace Act of 1988, and Human Resource Rules.

II. POLICY

- A. It is the policy of the Department of Natural Resources that the workplace will be drug and alcohol free. Employees testing positive for illegal drugs and/or alcohol shall be subject to disciplinary action with termination from state employment being the most probable outcome.
- B. This policy is a term and condition of employment with the Utah Department of Natural Resources for all employees regardless of worksite location.
- C. Supervisors who have received actual notice of workplace violation of this policy must contact their regional supervisor, regional manager, or division director, and the department's Human Resource director for direction.
- D. Any employee who is convicted under a federal or state criminal statute regulating the manufacture, distribution, dispensing, possession, or use of a controlled substance for a violation occurring in the workplace (outside the workplace) is to notify the Human Resource director no later than five (5) calendar days after the conviction.
- E. An employee with a drug or alcohol problem may voluntarily contact the DNR Human Resource office or any substance abuse professional for assistance in referrals to a rehabilitation program. The Employee Assistance Program Coordinator can be contacted through the department's Human Resource office.
- F. If an employee is under the care of a licensed physician and taking a prescription medication, or taking non-prescription medication which has a significant potential to affect or to impair safety in performance of duties, the employee must notify his/her supervisor before beginning the work shift.
- G. Training –
 1. Employees in safety sensitive positions will receive training as required by the CFR 49 382.601. Employees will receive training materials that outline the federal requirements. Supervisors of safety sensitive positions will also receive additional training as required by the CFR 49 382.601.

H. Rehabilitation –



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1. If an employee comes forward and identifies him/herself as a person with a substance abuse problem prior to any drug or alcohol testing, but not after he/she has been selected to be tested, the department will work with the employee in getting the help he/she needs. The department will treat the employee as any other employee with an illness and will allow him/her to take the time off as necessary for counseling/rehabilitation. Upon returning to work, if the employee cannot perform the essential functions of the position at an acceptable level, the employee shall be subject to corrective/disciplinary action including reassignment, demotion or dismissal. Once returned to duty, the employee thereafter must refrain from substance abuse and/or alcohol misuse. The employee is subject to return to duty and drug and/or alcohol testing and at least six follow-up tests for drugs and/or alcohol during the following 12 months.

I. Drug and alcohol testing –

1. All tests will be conducted according to rules and guidelines published by the Federal Highway Administration of the U.S. Department of Transportation.
2. The department shall test for alcohol and the following drugs:
 - a. Marijuana
 - b. Cocaine
 - c. Amphetamines ("speed", "uppers", etc.)
 - d. Opiates (heroin, morphine, etc.)
 - e. Phencyclidine (PCP, "angel dust")
3. The department will participate in six (6) types of alcohol and controlled substance tests:
 - a. Pre-employment/Pre-Appointment testing (drugs only)
 - b. Random testing
 - c. Reasonable Suspicion testing
 - d. Post-Accident Drug testing
 - e. Return-to-Duty testing
 - f. Follow-up testing
4. All DNR employees are subject to Reasonable Suspicion, Post-Accident, Return-to-Duty, and Follow-up testing. Employees that are in positions that have been designated as "safety sensitive" will be subject to Pre-employment/Pre-appointment testing.

J. Drug testing –




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1. To assure that the "chain of custody" and specimen control are maintained, the contract drug collection agency shall follow standardized collection procedures.
2. An employee who fails to report to the collection site, fails to provide a specimen at the collection site, tampers with/adulterates/substitutes a urine sample, or refuses to supply necessary signatures for certification, will be treated as if he/she had received a positive test result.
3. Test results from the contracting laboratory shall be sent directly to the Medical Review Officer's (MRO) office contracted by DHRM.
 - a. Negative test results will be communicated from the MRO to the department's drug program coordinator.
 - b. For positive test results, the MRO determines if the positive result is actually evidence of illegal drug use. The MRO contacts the employee requesting that he/she disclose prescribed and over-the-counter medications that have recently been taken. The MRO shall evaluate alternative explanations of a positive test result. If the MRO is unable to independently contact the employee, the drug program coordinator will be contacted, who will then facilitate contact between the employee and the MRO. The MRO shall review all medical records made available by the employee to distinguish if the positive result might be linked to legally prescribed medications. After verification of a positive test result by the MRO, the department's drug program coordinator will be notified. The drug program coordinator will then notify the department's EAP and the management official having authority to initiate appropriate personnel actions.
 - (i) The management official shall inform the employee that the department is aware of the positive test result. The employee will be removed from safety sensitive duties and appropriate disciplinary action will be taken, with termination from state employment being the most probable outcome. The employee may request that his/her sample be tested by another certified drug testing facility. The employee will reimburse the department for that expense.
 - (ii) Applicants testing positive will not be hired.

K. Alcohol testing –

1. For all alcohol tests, when an initial result indicates a breath alcohol concentration of .02 or greater, a confirmation test shall be conducted once a minimum 15 minute time period has expired. The confirmation test results determine any action to be taken.
2. Employees in safety sensitive positions – For test results indicating a breath alcohol concentration between .02 and .039, the employee shall be removed from safety sensitive duties for at least 24 hours. During the 24 hour period the employee shall not be placed in a work area where he/she may injure him/herself or the public. The employee may be subject to corrective/disciplinary action in accordance with state statute and DHRM rules.

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3. Employees in safety sensitive positions – For test results indicating a breath alcohol concentration of .04 or higher, the employee shall be subject to disciplinary action with termination from state employment being the most probable outcome.
4. All other DNR employees – For test results indicating a breath alcohol concentration of .08 or higher, the employee shall be subject to disciplinary action with termination from state employment being the most probable outcome.
5. A person whose breath alcohol concentration falls below these defined cut-off levels may, however, be subject to disciplinary/corrective action where impairment is observably evident and factors such as the following exist:
 - a. The person was driving a state vehicle.
 - b. The person has not been performing job functions satisfactorily.
 - c. The person has engaged in inappropriate and/or unacceptable work behavior.


L. Prohibited activities –

1. The following activities are prohibited for DNR employees and will result in disciplinary action with termination from state employment being the most probable outcome:
 - a. Having a positive drug and/or alcohol test.
 - b. Reporting for duty or remaining on duty while having illegal drugs and/or alcohol in their system as determined by drug and/or alcohol testing.
 - c. Being on duty while possessing illegal drugs and/or alcohol.
 - d. Using illegal drugs and/or alcohol while performing job duties.
 - e. Performing safety sensitive functions or driving state vehicles, or any vehicle for state business, within four hours after using alcohol.
 - f. When required to take a post-accident alcohol test, using alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.

M. Disciplinary action –

1. Because the use of illegal drugs or abuse of alcohol has a detrimental effect on the mission of the department, employees that are found to be under the influence of a controlled substance and/or alcohol, as determined by a positive drug/alcohol test result, are subject to disciplinary action which will typically result in termination from state employment. DNR employees are prohibited from unlawfully manufacturing, dispensing, possessing, using, selling, or distributing any controlled substances or alcohol whether during working hours or non-working hours on state property at any time, including state owned or controlled property




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(vehicles or real property) and wherever state work is being performed. Those engaged in such activity are subject to similar disciplinary action.

2. Actions based on verified positive findings –

- a. Upon notification of a verified positive finding or first determination of illegal drugs being used and/or alcohol being misused, the supervisor shall assign the identified employee to duties that are not "safety sensitive" if such duties are available pending further action. Employees shall not be permitted to drive a state vehicle or any vehicle for state business.
- b. The employee will be advised of resources available to him/her in evaluating and resolving problems associated with drug/alcohol abuse. He/she shall be referred to a substance abuse professional who can determine what assistance, if any, the employee needs in resolving problems associated with controlled substance use and/or alcohol misuse.
- c. The management official shall initiate appropriate disciplinary action against the employee consistent with state statute and DHRM rules. As a general practice, the department shall pursue a course of action directed at terminating the employee from state employment.
- d. If termination is not imposed following an initial positive test result, upon receipt of a second verified positive test or a second determination that an employee uses illegal drugs and/or misuses alcohol, termination of that employee from state employment is mandatory.
- e. If termination is not imposed, the employee shall be subject to the following stipulations as conditions for further employment.
- f. Employee shall be evaluated by a substance abuse professional who shall determine what assistance, if any, the employee needs in resolving problems associated with drug/alcohol misuse. This will be at the employee's expense.
- g. Before returning to duty, the employee must undergo Return-to-duty tests with the result from any alcohol test indicating a breath alcohol level of less than .02 and the results from any drug testing being negative.
- h. In addition, each employee identified as needing assistance with substance abuse problems shall, at his/her own expense, satisfactorily complete any rehabilitation recommended by a substance abuse professional. The employee will not be allowed to return to duty unless the department has received written notification from a substance abuse professional that he/she has satisfactorily completed the rehabilitation and/or the employee can return to work while participating in rehabilitation.
- i. The employee shall be subject to at least six unannounced follow-up tests within the following 12 months. The employee may be subjected to additional follow-up tests during the next 48 months.

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N. Confidentiality of records in general –


1. All testing information specifically related to individuals is confidential. In order to make information readily retrievable, the drug program coordinator shall maintain all records related to testing.
2. All records and information of personnel actions taken against employees with verified positive test results should be forwarded to the Human Resource office. Such information shall remain confidential with only authorized individuals who have a "need-to-know" having access to them.

III. BACKGROUND/DEFINITIONS

This policy and procedure is in compliance with the Drug-Free Workplace Act of 1998, Federal Motor Carrier Regulations, federal and state laws, and Human Resource Rules.

- A. EAP Coordinator – Employee Assistance Program Coordinator can be contacted in the Department's Human Resource office at 801-538-7210.
- B. Drug Program Coordinator – Can be contacted in the department's Human Resource office at (801) 538-7210.
- C. Substance Abuse Professional (SAP) – A licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.
- D. DHRM – Department of Human Resource Management.
- E. Pre-employment / Pre-appointment Testing – Selected applicants for safety sensitive positions shall be tested prior to employment/appointment. This includes current employees in non-covered positions who are selected for covered positions and all external selected applicants for covered positions. Each offer of employment shall be conditioned upon the successful completion of a test for illegal drugs. Any applicant who tests positive in the pre-employment drug test shall be rejected and shall be ineligible for hire for 12 months, including seasonal employment.
- F. Random Testing – Periodic, unannounced testing of employees is a system of drug and alcohol testing imposed without individualized suspicion that a particular individual is using drugs illegally and/or alcohol misuse as defined in this policy. Persons serving in the "safety sensitive" positions as defined in this policy may be subject to random testing after hire.
- G. Reasonable Suspicion Testing – Testing because of a reasonable suspicion that is based on information that raises the suspicion of illegal drug and/or alcohol misuse which affects the workplace.
- H. Drug-Free Workplace Act – A 1988 congressional act, 34 CFR 84 (2008), requiring a drug-free workplace certification by state agencies that receive federal grants or contracts.



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- I. Post-Accident Drug & Alcohol Testing – Testing for determination of the proximate cause of an accident in the workplace. The decision is a management decision based on accident criteria, previous accidents, and work behavior.
- J. Return-to-Duty Testing – Upon an employee's return to his/her position including safety sensitive positions and/or upon satisfactory completion of rehabilitation, an employee will be subject to a minimum of six drug and/or alcohol tests over the next 12 months.
- K. Follow-Up Drug or Alcohol testing – Unannounced drug or alcohol tests conducted for up to five years on an employee who has previously tested positive or who has successfully completed a voluntary or required substance abuse treatment program.
- L. Safety Sensitive Positions – Are those positions that "directly impact the safety of the general public, or where there is access to controlled substances during the course of performing job duties". All employees that possess a Commercial Drivers License as part of the job requirements fall into this category. The following jobs¹ have been designated as "safety sensitive" by the Department of Human Resource Management:


Aircraft Pilot II	Deputy Park Ranger
Assistant Park Manager I, II	Journey Maintenance Operator
Boating and OHV Safety Ranger I, II	Park Manager II, III
Conservation Officer I, II	Wildlife Enforcement Investigator I, II
DWR Sergeant	Hunter Safety Training Coordinator
DWR Lieutenant	J. Fishing Transportation Specialist
DWR Captain	Park Ranger I, II
DNR Captain	Division Law Enforcement Chief
DNR Law Enforcement Director	Law Enforcement Trng. Prog. Coord.
FFSL Firefighters	Parks Reg. Program Coordinator

IV. PROCEDURES

A. Prior employment verification for safety sensitive positions –

- 1. Responsibility: Hiring official or designee -
 - a. Obtains a release of information from the candidate prior to the request for information. This information should be obtained and reviewed to ensure that the department is in compliance with FHWA regulations.
 - b. Obtains and reviews the following information from any employer for whom the candidate has performed safety sensitive functions in the previous two years:
 - (i) Information on the driver's alcohol test in which a breath alcohol concentration of .04 or greater was indicated.
 - (ii) Information on the driver's controlled substance tests in which a positive result was indicated.
 - (iii) Any refusal to submit to a required alcohol or controlled substance test.

¹ Other positions may be designated as safety sensitive if the incumbent meets the state's safety sensitive criteria.

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B. Random Testing –

1. Responsibility: Collection agency contracted by DHRM –

- a. Produces a list of individuals within a class to be selected for random drug and alcohol testing. A representative from the collection agency will conduct all tests according to federal guidelines.
- b. Notifies the selected employee's first level supervisor prior to the actual collection. All scheduling shall be arranged in close coordination with the collector. In situations where the first level supervisor is unavailable, the management official at the next level shall be contacted.

2. Responsibility: Employee's supervisor –

- a. Shortly before the actual collection, the supervisor shall inform the employee privately that he/she has been identified through a random selection process for drug/alcohol testing.
- b. The supervisor shall immediately report to the department's drug program coordinator or designee any problems encountered during employee notification. (A designated staff member from the Human Resource office will serve as the drug program coordinator.)

3. Responsibility: Collection agent –


- a. When an employee selected for random testing is unavailable for legitimate reasons the collection agent may proceed with a randomly selected alternate or the agent may return to conduct the random drug/alcohol test later in that month.

C. Reasonable Suspicion testing –

Reasonable suspicion testing is authorized when management has cause to suspect that an employee is using illegal drugs and/or misusing alcohol. The drug program coordinator, Human Resource director or designee, must be consulted before implementing reasonable suspicion testing procedures. Management should document the event and any difficulties encountered.

1. Alcohol – Reasonable suspicion alcohol testing must take place within 2 hours. The mere possession of alcohol does not constitute a need for reasonable suspicion testing which must be based on observations concerning the employee's job performance, appearance, behavior, speech, and/or body odor. Where reasonable suspicion exists, the employee will not drive a state vehicle or a personal vehicle on state business, or perform safety sensitive functions until an alcohol test is completed and the alcohol concentration measures less than .02, or 24 hours have elapsed following the determination that reasonable suspicion of alcohol use exists.
2. Illegal drugs – Reasonable suspicion testing which must be based on observations concerning the employee's job performance, appearance, behavior, speech, and/or body odor. Where reasonable suspicion exists, the employee in question will not be allowed to



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drive a state vehicle or a personal vehicle on state business, or perform safety sensitive functions until the results of the drug testing are confirmed.

a. Responsibility: DNR Management –

- (i) Upon determining that reasonable suspicion exists, and if the employee is in a safety sensitive position, the employee may be reassigned to non-safety sensitive duties pending the results from the drug test or may be placed on paid administrative leave.
- (ii) Documentation shall be developed describing the circumstances which formed the basis that reasonable suspicion exists to authorize such testing. This documentation shall be retained in a secure confidential file maintained by the drug program coordinator. If disciplinary action is taken as a result of a positive test, discipline will be documented as part of the employee's personnel record according to Human Resource Rules.

b. Responsibility: Drug Program Coordinator –

- (i) Notifies the drug collection agency immediately when the determination has been made to conduct reasonable suspicion testing.
- (ii) Notifies the employee's supervisor or, in his/her absence, an upper-level management official that collection procedures have been initiated.

c. Responsibility: Supervisor or management official –


- (i) Shall provide the employee with written notice that he/she is being tested because of a reasonable suspicion. The written notice may include:
 - (a) A statement describing relevant circumstances that form the basis for the decision to conduct reasonable suspicion drug/alcohol testing.
 - (b) Assurance that the testing procedures follow federal guidelines.
 - (c) Drug testing only – Notice of the opportunity for submitting supplemental medical documentation to the medical review officer if, and only if, the test results are positive.
 - (d) The consequences of a confirmed positive result or refusal to be tested.
- (ii) Shall immediately report to the drug program coordinator any problems encountered during employee notification that would prevent testing.

D. Pre-employment and Pre-appointment testing (drugs only) –

1. Responsibility: Regional Designee or Drug Program Coordinator –

- a. Shall notify the drug collection agency and provide the proper information concerning the employee being tested. The drug test should be the last action taken before filling the

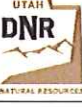


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position with the selected applicant. The applicant cannot start working until the results of the drug test are received by the drug program coordinator, and the results are negative.

E. Post-Accident testing –

1. Drug/alcohol tests for employees meeting post-accident criteria shall be conducted according to standardized testing procedures. Testing for the presence of drugs shall be conducted following an accident or on the job injury that involves or results in:
 - a. Fatality – All employees involved in a fatality will be tested.
 - b. The employee receiving a citation for a moving traffic violation when the accident results in an injury requiring medical attention and/or any vehicle involved in the accident has been disabled.
 - (i) Disabling damage does not mean damage that can be remedied temporarily at the scene without special tools or parts; tire disablement with or without other damage even if no spare tire is available; headlight or tail light damage or damage to turn signals, horn, or windshield wipers that may make them inoperative. Disabling damage does not include damage from an accident resulting from getting into or out of a stationary motor vehicle or an accident involving only the loading or unloading of cargo.
 - c. Any circumstances which meet the “reasonable suspicion” criteria outlined in this procedure.
 - d. In all cases except fatalities, only those employees who management has cause to suspect contributed to an accident or incident shall be subject to drug testing.
 - e. For illegal drugs, testing should be conducted as soon as possible. If a drug test has not been administered within 32 hours following the incident, attempts to conduct a test shall cease and written documentation shall be prepared by management stating the reason(s) why the test was not promptly administered.
 - f. For alcohol, testing should take place within 2 hours of the accident. In cases where circumstances prevent the testing of a driver within this time frame, written documentation shall be prepared by management stating the reasons(s) why the test was not promptly administered. If an alcohol test has not been administered within eight hours following the incident, attempts to conduct a test shall cease.
 - g. For alcohol, persons subject to post-accident testing must remain available and refrain from consuming alcohol for eight hours following the accident, or until he/she submits to an alcohol test, whichever comes first.
 - h. For alcohol, the department and DHRM recognizes post-accident tests conducted by federal, state, and local officials as meeting the requirements of this rule under the following conditions:

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- (i) The official must have independent authority to conduct the test.
- (ii) Tests must conform to federal, state, or local requirements.
- (iii) Tests must require blood or breath sample.

2. Responsibility: DNR Management –

When determining those subject to testing, the following steps should be followed:

- a. Determine whether the accident is a covered event under Post-Accident Drug testing. This determination shall be based on review of all available facts and should be determined as soon as possible based on these guidelines.
- b. Following a determination that the accident qualified as a covered event, management shall take all practical steps to identify each employee whose work performance or behavior may have been a contributing factor to the accident.
- c. After identifying each employee as specified above, management shall exclude from testing those employees whose work performance during the time of the accident was determined not to have been a contributing factor.
- d. Notifies the drug program coordinator or designee with the necessary information to initiate the test.

3. Responsibility: Drug Program Coordinator –

- a. Shall notify the drug collection agency and provide the proper information concerning the employee who is subject to testing.
- b. Will contact the immediate supervisor with the necessary information, who will then notify the employee of the time, place, and requirements of the Post-Accident drug test.

F. Return-to-Duty testing –

Employees returning to work, including safety sensitive positions, after having met agreed upon stipulations between themselves and DNR management, must undergo a Return-to-duty drug/alcohol tests with a verified negative result prior to returning to work, including safety sensitive duties.


1. Responsibility: Drug Program Coordinator –

- a. Will contact the collection agent to conduct the Return-to-duty testing.

G. Follow-up testing –

All employees referred through administrative channels who undergo counseling or enter a rehabilitation program for using illegal drugs or misusing alcohol will be subject to unannounced testing for up to 5 years following successful completion of such a program. Employees who



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have violated this procedure and/or department policy regarding illegal drugs and/or alcohol misuse, whose employment is not terminated, shall be subject to unannounced follow-up testing. The employee shall be subject to a minimum of six follow-up tests in the ensuing 12 month period.

1. Responsibility: Drug Program Coordinator –
 - a. Will contact the collection agent to conduct the return-to-duty/follow-up testing.